



## Support and Development Officer e-Twinning – Permanent contract

<b>POST</b>	Support and Development Officer – eTwinning
<b>REPORTING TO</b>	Head of Education and Training Development
<b>JOB PURPOSE</b>	To effectively implement and administer the eTwinning programme in the context of Erasmus+ and other Léargas Programmes
<b>PAY GRADE</b>	Equivalent to Executive Officer standard (PPC) €37,544. Successful candidate starts on Point 1 of the scale.
<b>APPLICATION DEADLINE</b>	5pm on 28 <sup>th</sup> March 2025

Léargas manages international and national exchange programmes in education, youth and community work, and vocational education and training. These exchanges connect people in different communities and countries and bring an international dimension to the work of organisations across Ireland. We are the National Agency for Erasmus+ in Adult Education, School Education, VET and Youth. Léargas is a not-for-profit organisation (CHY 8317), under the remit of the Department of Further and Higher Education, Research, Innovation and Science.

We have built a national and international reputation for effectively managing significant levels of funding to support European collaboration and exchange. We have also built a reputation for a friendly and supportive approach to programme applicants and beneficiaries.

We are now recruiting for an enthusiastic and driven person to join the team in Léargas as a Support and Development Officer - eTwinning. This is an exciting opportunity for the right candidate to progress their career working on education project development in a European context.

### Role and Responsibilities

- Promote the value and potential of international opportunities for educators and other stakeholders within the field of school education.
- Develop and implement a plan for wider integration of eTwinning across schools nationally.
- Administer and fulfil the eTwinning workplan through information and training opportunities for educators and other stakeholders in school education (events and webinars).
- Keep abreast of new developments and changes to the eTwinning platform and share these with participating schools, providing technical and pedagogical support.
- Contribute to the social media presence of eTwinning Ireland through various platforms and prepare content and engaging material.

- Carry out monitoring activities related to registrations and quality of projects to ensure effective implementation and to identify good practice.
- Promote teacher professional development through the provision of national/international workshops and seminars.
- Promote the impact of Erasmus+ and support an increase in its participation in Ireland. Connect with the Erasmus+ Schools Education staff regularly to find synergies.
- Actively engage with networks and stakeholder organisations at national and international level to ensure the promotion and dissemination of good practice including the effective coordination of the National eTwinning Ambassador Network & Early Years professionals.
- Liaise and engage with the Central Support Service, European Commission, Executive Agency and National Authority through attendance at meetings, working groups, committee meetings etc.
- Track all eTwinning project related expenditure.
- Take personal responsibility for your personal and professional learning and development including active involvement in the Léargas Performance Management and Development System.
- Any other task which may be assigned to you by the Head of Unit or Executive Director.

### Person Specification

- Qualification (minimum Level 6) or equivalent experience in relevant subject area or field (e.g education, training, pedagogy, andragogy, online communities).
- Demonstrated understanding of the education setting in Ireland.
- Proficiency in a wide range of I.T. tools, social media and online communications.
- Background in online communities or e-learning an advantage.
- Experience of working in international and/or intercultural teams.
- Knowledge of project management, monitoring and evaluation is desirable though not essential.
- Ability to be flexible and fit within a team that has a strong values-based approach and work cross-team where required.
- Ability to work to concrete deadlines, meet targets and work independently and interdependently in a high functioning environment.
- Strong problem-solving skills and the ability to manage complexity and diversity while prioritising competing demands
- Excellent interpersonal and communication skills, including presentation and facilitation skills

### **Key capabilities**

- Building Future Readiness
- Leading and Empowering
- Evidence Informed Delivery
- Communication and Collaboration

### **General requirements of all Léargas staff**

We expect our people to show leadership, exceptional organisational and planning skills, and to be analytical and conceptual thinkers with excellent IT, networking and influencing skills. We expect excellent interpersonal and communication skills, including presentation skills, combined with an ability to fit within a team that works to support the vision and mission of Léargas.

### **Application process**

Send your **expression of interest and concise CV to [recruit@leargas.ie](mailto:recruit@leargas.ie) to reach us no later than 5pm on 28<sup>th</sup> March 2025. Interviews to take place on Monday 31<sup>st</sup> March.**

On conclusion of this competition a panel of successful candidates may be formed. Candidates who obtain a place on the panel and who fulfil the conditions of the selection process may be considered for subsequent approved vacancies over the next 18 months.

We work 35 hours per week in a flexible environment. The position is based in Dublin and will require national and international travel. We operate a hybrid weekly work arrangement with staff working between office and home. Other benefits of working in Léargas include:

- Generous annual leave
- Defined contribution pension scheme
- Staff development and further education support
- Flexible working schemes
- Paid sick leave scheme
- Death in service benefit
- Employee Assistance Programme

Léargas is an equal opportunities employer and welcomes applications from people with disabilities.